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SANCTUARY EXPLORATION CENTER OPERATIONS SPECIALIST

JOB ANNOUNCEMENT

INTRODUCTION

Marine Sanctuaries are designated under the authority of Title III, of the Marine Protection, Research and Sanctuaries Act of 1972 to protect unique marine resources, coordinate research, enhance public awareness and promote multiple compatible uses of these special areas. Monterey Bay National Marine Sanctuary (MBNMS), the nation's largest sanctuary, encompasses more than 6,000 square miles of central California coastal waters containing a rich array of habitats and marine life.

The Monterey Bay Sanctuary Foundation (MBSF) was founded in 1995 to enhance the understanding and protection of Monterey Bay National Marine Sanctuary, and other coastal and ocean resources of California.

BACKGROUND

The Monterey Bay National Marine Sanctuary Exploration Center is a state of the art education and interpretive center offering high quality multimedia exhibits, educational programs and film to an anticipated 100,000 visitors annually. In addition to exhibits, the Sanctuary Exploration Center includes a teaching classroom, administrative offices, a gift store and a catering support kitchen. At 12,300 square feet, this Center meets U.S. Green Building Council's standards for Leadership in Energy and Environmental Design (LEED) having achieved a GOLD rating. The Sanctuary Exploration Center is free to the public and open five days per week, Wednesday through Sunday, year round (excluding federal holidays). The Sanctuary Exploration Center contributes substantially to the education mission of NOAA's Office of National Marine Sanctuaries; and serves the residents and visitors to Monterey Bay, with the majority coming from the greater Northern California and Central Valley areas. The Center encourages visitors to examine the remarkably productive marine environment in the Monterey Bay region, the issues impacting the sanctuary and their personal roles in protecting one of our nation's national treasures. The Center is located in Santa Cruz, CA.

Under the supervision of Monterey Bay National Marine Sanctuary's (MBNMS) Center Director, the Exploration Center Operations Specialist oversees the facility operations and maintenance, information technology (IT) networks, exhibit maintenance, and equipment.

ASSIGNMENT

This is a position through the Monterey Bay Sanctuary Foundation, on assignment to Monterey Bay National Marine Sanctuary. We are looking for a multi-versatile facilities and operations person who can:

1. Perform a variety of semi-skilled work in facility maintenance, repair and minor upkeep including some carpentry, plumbing, filter maintenance and light fixtures.
2. Oversee maintenance of all building systems for optimal functional operation
 - Troubleshoot facility related problems/issues
 - Coordinate with contractors for janitorial, landscaping, exhibit repair, etc.

- Identify, analyze, recommend and complete necessary paperwork to maintain and improve facility operations.
 - Ensure related L.E.E.D. green building aspects of the facility are appropriately functioning.
 - Oversee seawater system and utilities issues.
3. Maintain all facilities records related to general facilities operations, purchasing and maintenance. Complete all necessary paperwork to order and maintain equipment and supplies for the Center.
 4. Ensure excellent operation of the Sanctuary Exploration Center by providing technical expertise in facility and exhibits IT operation, evaluation and repair. Continuously monitor and maintain exhibit IT related equipment. Be able to use computer digital systems to operate the exhibits, security cameras and HVAC system.
 5. Work with the Sanctuary Educational/Interpretation staff to identify, analyze, resolve and improve interpretive exhibit issues. Investigate, assess and report on deterioration of or damage to the Center's interpretive exhibits and facility infrastructure. Assist, develop and oversee work on displays and exhibits indoors and outdoors.
 6. Assist in ensuring proper safety standards are incorporated in staff and visitor areas. Review and coordinate reports and procedures for safety and security issues. Assess, improve and maintain security procedures within the Sanctuary Exploration Center for visitors and facilities.
 7. Perform other duties as assigned by the Center Director or designee.

CRITICAL OUTCOMES

The following critical outcomes will result:

- A fully functioning, high level facility that provides state of the art exhibiry and programs
- Safe, functioning technology and exhibits that provide continuous programming for visitors to connect people with the ocean and enhance ocean related literacy
- Enhanced public awareness of ecosystem function and health, ocean conservation and importance of marine protected areas

REQUIRED KNOWLEDGE & SKILLS

- College level degree, and/or equivalent professional experience with facility operations
- Hands on experience in maintaining day-to-day facility operations including maintaining building systems (heating, lighting, plumbing, electrical, fire/life safety, and elevators) and grounds in a fully functional condition.
- Experience and proficiency with maintaining technology: audio-visual systems, interactive video kiosks, monitors and MAC and PC products and equipment.
- Highly organized, self-motivated, and strong interpersonal skills. Able to attend to details, effectively prioritize a variety of competing tasks under strict timelines and meet multiple deadlines and approval processes.
- Excellent verbal and written communication skills. Must demonstrate computer proficiency in Microsoft Word and Excel. Experience with databases and RSS feeds desired.
- Ability to develop solutions and recommendations for on-the-ground issues related to exhibit maintenance.

- Skill in originating new approaches or adapting existing approaches to develop and carry out projects.

PERSONNEL REQUIREMENTS

This is a part-time, 6 month position, with the intention of developing into yearly, through the Monterey Bay Sanctuary Foundation. A competitive compensation package is available and is commensurate with experience. Employee will need a valid California driver's license and a car for transport. It is anticipated that this position will require up to 32 hours per week. After a ninety-day introductory period, the employee becomes eligible for paid leave and health insurance benefits. Monterey Bay Sanctuary Foundation is an "at will" employer, which means any employment relationship is entered into with the understanding that the Employee may resign at any time and the Employer may discharge the employee at any time, with or without cause.

TRAVEL AND OTHER DIRECT COSTS

Pre-approved expenses such as travel and other job-related expenses are reimbursable.

FURNISHED EQUIPMENT

The employee will have access to a copier, printer, fax and phone for communication needs. A computer will also be available for use.

Applicants should send a cover letter and resume via email or fax to:

Attn: Human Resources – Operations Specialist

Email: explorationcenter@noaa.gov

Fax: (831) 647-4250

Email or fax submissions are preferred. The position will remain open until filled.
No phone calls please.